



***Town of Salisbury***  
***5 Beach Road***  
***Salisbury, Massachusetts 01952***  
***Board of Selectmen***  
***(978) 462-8232 ext. 100***

***Instructions for acquiring a new business license***

**Welcome new Business Owner:**

In order to assist you in the process of acquiring the proper license(s) for your business the following instructions should aid you in that process:

- Come into the Human Resource office located upstairs in the Town Hall any afternoon Monday through Thursday (or call **978 462-8232 X125** for an appointment) and see the Administrative Assistant.
- The Administrative Assistant will advise you which type(s) of Business Applications you will need to file with the Board of Selectman and/or the Board of Health and give them to you for processing. If it is a home occupancy business, you will be given applicable paragraphs of the Zoning By-Laws for review.
- You will need to make an appointment with the Building Inspector/Code Enforcement Officer located on the first floor (978 462-7839) for discussion of the type of business and location and to obtain the necessary permit(s). If a home occupancy business requires anything more than the standard processing, the Building Inspector/Code Enforcement Officer will advise you and notify the Administrative Aide in writing .
- You will then return the completed Business Applications to the Human Resource office and/or Board of Health with fees payable to the Town of Salisbury (separate checks for separate departments) for processing.
- You will see the Town Clerk located in Town Hall and obtain your Business Certificate.
- All water, sewer and property taxes must be paid current in order for the application to be placed on the applicable Board's agenda.
- You will be notified of when the applicable Board(s) will meet so that you may be present. The Board members may have questions and your presence would help resolve any issues and prevent any delays.
- Upon approval by the applicable Board(s), your license(s) will be mailed to you.
- All business owners must be in and remain in compliance with applicable Town By-Laws and By-Law Amendments.

See page 2 for further information.

## **Types of Licenses required by Board of Selectmen and/or Board of Health**

The Board of Health requires licensing of the following types of businesses:

Food  
Campground  
Manufactured Housing Park  
Massage Therapist  
Motel/Cabins  
Public/semi-public pools  
Septic Hauler  
Septic Installer  
Tanning Salon  
Tattoo Practitioner  
Tobacco  
Trash hauler

The Board of Selectmen require licensing of any business which manufactures, sells, distributes, rents or retails any product. This may include some of the types of businesses licensed also by the Board of Health.

Additionally, in order to obtain your FID or State Business number from the Department of Revenue, they may require you to obtain a local license to operate your business.

Examples of the types of businesses licensed by Board of Selectmen include but are not limited to:

Tanning Salons, Hair/Barber Salons, Massage Therapy establishment, Tattoo Establishment, Restaurant or other type of food establishment, Convenience Store, Manufacturer, Limousine Companies, Motor Vehicle dealers and automotive repairs, establishments providing entertainment, Campground, Retail/Wholesale stores, Distributor.

If you have any questions at anytime, please feel free to contact the Administrative Aide for personal assistance.

***Welcome to the Town of Salisbury, we wish you much success in your business endeavor.***